



DEPARTMENT OF DEVELOPMENTAL SERVICES - NORTH REGION
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES CASE MANAGER – BI-LINGUAL
Private - East Hartford

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on Current Exam List or Lateral Transfer

Location: Private Division in East Hartford

Job Posting No: 00018856

Hours: Monday – Friday: 9:00am - 4:30pm; RDO Saturday and Sunday
Ability to flex schedule into evening in response to consumer needs and emergency situations.

Salary: \$59,089 - \$80,010* (HC-24) annually
*Incumbents new to state service begin at the minimum.

Closing Date: March 2, 2015

ELIGIBILITY REQUIREMENT:

Candidates must have applied for and passed the Developmental Services Case Manager exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

EXAMPLES OF DUTIES:

The Case Manager (bi-lingual) will provide case management to approximately 45 consumers receiving services or to be enrolled into the Home and Community Based Waiver (HCBS). Many individuals on this caseload require fluency in Spanish. Consumers live in diverse geographic locations in towns throughout the Greater Hartford area. Residences include CLA's, CRS's, LTC, IHS, IL and/or DCF operated facilities, including Residential schools and out of state placements. Responsibilities include linkage with community services, referrals for residential and day supports, guardianship assessments, assistance with obtaining entitlements, placements and budget development. Also responsible for waiver enrollment, maintaining waiver status, completion of a Level of Need tool annually or as changes occur, the individual planning process, quality monitoring via quality service reviews, integration of vocational and day services, school to work transition and compliance with CMS regulations of case management. The case manager will also be involved with probate & criminal courts, crisis intervention, emergency placement needs, and immediate response to directives from the Department of Protection and Advocacy/DSS or DCF. Ability to flex schedule in response to consumer needs. Must have valid CT driver's license, will be required to travel. Incumbents in this class will be required to possess fluency in English and Spanish for designated position. Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of services available to persons with developmental disabilities; knowledge of residential programs for persons with developmental disabilities; knowledge of interdisciplinary approach to program planning; knowledge of developmental disabilities, causes and treatment; considerable skill in facilitating positive group process; interpersonal skills; oral and written communication skills; considerable ability to translate clinical findings and recommendations into program activities and develop realistic program objectives; ability to collect and analyze large amounts of information; ability to utilize computer software.

SPECIAL REQUIREMENTS:

1. Incumbents in this class may be required to possess fluency in a foreign language or sign language for designated positions.
2. When assigned to a caseload of individuals, some of whom are enrolled in the Federal Medicaid Reimbursement Program, must be eligible for certification as a Qualified Intellectual Disabilities Professional as required by Federal regulations.
3. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.
4. Incumbents in this class may be required to travel.

Application Procedure:

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

All application materials must be received by 11:59pm on the closing date indicated above

Incomplete application materials will not be considered.

Send application materials to:

Department of Developmental Services – North Region
155 Founders Plaza/255 Pitkin Street – 2nd Floor – East Hartford, CT 06108
Attn: Recruiter
Email: DDS.NR.Recruiting@ct.gov Phone: (860) 263.2623 Fax: (860) 706.1420
Application materials can be emailed, faxed or mailed

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities